

DESCRIPTION: Under direct supervision, assists in planning and coordinating the development, administration and evaluation of multi-faceted emergency management and homeland security programs; and performs analysis and evaluation of assigned programs. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second of seven levels in the Emergency Management series (Planning Specialist, Program Specialist I and II, Radiological Planning and Training Specialist I and II, Unit Supervisor and Section Manager). Positions in this series are responsible to work with state and local governments in statewide emergency management and homeland security planning and preparedness for, and response to natural, man-made and technological disasters and hazards.

The Planning Specialist is the first level and primarily responsible for developing local emergency operations plans, and hazard mitigation and homeland security activities. Persons in the planning specialist class have had some prior experience in dealing with emergencies, generally through employment and/or volunteer work in law enforcement, firefighting or EMT/rescue and/or have a background in planning. The Program Specialists have completed numerous training courses at the federal level which are required to work with the more complex grant programs such as. Training/coursework for the Program Specialist levels can take up to four years to complete. The Radiological Specialists are primarily responsible for planning and preparedness for, and response to radiological events/disasters and hazard mitigation. Persons in these classes require specialized training/coursework/experience in radiation, physics, chemistry, radiological instrumentation and numerous courses at the federal level which can also take up to four years to complete. The Supervisor and Manager classes have completed all the required training/coursework at the federal level and have first-line supervisory responsibilities and/or program management responsibilities.

The Program Specialist I is distinguished from the Program Specialist II in that the I level has not completed all the required federal coursework/training and can only assist with the more complex emergency management and homeland security programs. All work is reviewed by a Program Specialist II or supervisor. The Program Specialist II has completed all the required federal coursework/training and can independently work the more complex emergency management and homeland security programs.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Reviews and analyzes state and Federal regulations, state laws and their administrative requirements to assist in formulating appropriate policies, procedures and interpretations for the development and delivery of emergency management and homeland security programs.

Assists with development of reports, position papers, emergency operating plans and related documents needed to formulate policy and program material to cover specific program areas within the agency.

Assists with the development, implementation and administration of complex emergency management and homeland security plans for the agency and the state including, but not limited to, State Emergency Operations Plan, State Communications Interoperability Plan, State Hazard Mitigation Plan, State Public Assistance Plan, Radiological Emergency Preparedness Plan and the National Response Framework.

Analyzes current program resources and requirements to assist in the development of recommendations and corrective active plans by comparing program operation to divisional and departmental goals and objectives.

Assists with inspection of damaged public and private facilities, reviews damage reports for completeness and cost estimates, and assists individuals and local officials in the preparation of aid applications for both public assistance and hazard mitigation programs.

Maintains, reads and interprets case files for the agency, as well as, assisting with programmatic audits of sub-recipients within the agency grant programs for homeland security, emergency management and disaster relief.

Support state agency Continuity of Operations/Continuity of Government (COOP/COG) planning activities by ensuring state agencies have COOP/COG plans that meet national planning standards issued through the Emergency Management Accreditation Program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Federal, State and local laws, policies, rules and regulations governing Homeland Security and Emergency Management programs; the functional relationships between federal, state and local organizations; terminology and concepts associated with specific program plans; emergency response procedures; research methods and techniques for fact finding and data gathering for plan development; means to use in obtaining or disseminating information in a proper format; a variety of disaster incident reports, geographical surveys and weather records; administrative audit procedures and requirements for emergency management, disaster assistance, homeland security programs and hazard mitigation programs; the fiscal accounting system in handling state and federal funds; principles and practices of planning, administering and organizing; the Federal grant application process and local grant review procedures; Hazardous Material Planning and Community Right to Know.

Skill in: writing in a precise, comprehensive manner; making judgmental decisions based on sometimes vague criteria and/or insufficient guidelines; conducting one-on-one interviews in such a manner to extract the maximum amount of data required for plan development; making presentations to various and diverse groups; using computers for word processing, data management and the development of maps and graphic displays.

Ability to: establish and maintain effective working relationships at the federal, state and local government levels; interpret and apply emergency planning rules and regulations; translate various data and items of information into comprehensive plans suitable for use at the operating level; persuade government and private officials to become active in preparedness and planning activities; work in a multi-agency coordination center or be activated under the Emergency Management Assistance Compact; effectively and efficiently proof work for errors; grasp abstract ideas; be innovative and creative; communicate effectively; work under stress effectively and productively, and meet deadlines; learn new concepts quickly; be flexible; listen to and understand other ideas/problems and make suggestions for improvement; and, work effectively as a member of a team.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process must request this in advance.)

Post-high school coursework/training in one or more of the following areas: emergency management, regional/urban/community planning, disaster planning, public safety program planning, transportation planning, public administration or business administration and social sciences or health sciences **and/or** experience in one or more of the following areas: emergency management, regional/urban/community planning, disaster planning, public safety program planning, transportation planning, public administration or business administration, and social sciences or health sciences.

AND

Successful completion of NIMS and FEMA Independent Study Courses identified within the Emergency Management Planning Specialist class specification

AND

For staff assigned to the Preparedness Section: NIMS 300 & 400; FEMA IS 5, 10, 11, 22, 139, 208, 235, 241, 242, 701, 702, 703, and 704.

For staff assigned to the Response and Recovery Section: NIMS 300 & 400; FEMA IS 102, 111, 139, 208, 235, 241, 242, 253, 271, 394, 403, 632, 701, and 703.

For staff assigned to the Radiological Section: NIMS 300 & 400; FEMA IS Courses 1, 3, 10, 11, 22, 42, 100.HC, 100.LE, 100.PW, 100.SC, 101, 111, 120, 130, 200HC, 230, 235, 240 241, 242, 244, 288, 301, 302, 331, 340, 346, 362, 393, 394, 547, 548, 650, 700, 701, 702, 703, 706, 775, 800, 801, 802, 803, 804, 808, 810, 813, 820, 821 and 836.

AND

Familiarity with the National Response Framework, the State Emergency Operations Plan and Local Emergency Operations Plans and their functional relationship to each other.

SPECIAL NOTES:

This position utilizes the following Federal and state programs and must maintain a working knowledge of the inter-relationship between the programs: Emergency Management Performance Grant (EMPG), National Incident Management System (NIMS), State Emergency Operations Plan (SEOP), Local Emergency Operations Plans (LEOP), State Communications Interoperability Plan (SCIP), Homeland Security Exercise Evaluation Program (HSEEP), DHS/FEMA Continuity of Operations/Continuity of Government (COOP/COG) planning templates, Homeland Security Grant Program (HSGP) – core program and five subordinate grant programs, Public Safety Interoperable Communications Program (PSIC), Emergency Management Accreditation Program (EMAP), Emergency Management Assistance Compact (EMAC), National Preparedness Guidelines (NPG) and Target Capabilities List (TCL).

Incumbents are assigned as Agency Duty Officer on a rotational basis and, when assigned, must be available for emergencies on a 24-hour basis for a seven day period. At all other times, incumbents must be available for duty around the clock in the event of an emergency or natural disaster.

State agencies are responsible to evaluate each of their positions to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).